

All Licenses CD Introduction.

The CD-Rom you have purchased contains three files. The ReadMe file that you are looking at, an ActivePersonalLicenses file and an ActiveLocationLicenses file.

The data in this file is refreshed and available on the first business day of each month.

Please read this file before attempting to use the data.

Software Recommendation

These files have been tested with MicroSoft Office 97 and Lotus Smart Suite 97. Versions of these software packages or higher can be used to access the license files. In addition, software that can read .csv files may be used to access the files.

Accessing the License Files

The ActivePersonalLicenses and ActiveLocationLicenses contain all active licenses selected from the Department's licensing database on the first of every month. The files are comma delimited, have column headers and a file type of CSV. This allows the files to be opened directly by spreadsheet applications such as Microsoft Excel. The data can also be loaded into a database program. **Be sure to set the file type to All Files before trying to open the files on the CD-ROM.**

Most fields are enclosed with double quotes (" ") to allow for commas and special characters to be included as part of the data. The double quotes provide proper field placement when opening the file with a spreadsheet.

The files can also be opened with a text editor such as NotePad.

These files can be used to create Mail Merge documents or mailing labels.

Data Selection

Lists can be selected by any of the data fields included in the file. Type, Type and Sub Code, Zip Code are some logical selection criteria. For example, if you need a list of Christmas Tree Growers you would select the data by Sub Code 4002. Location Licenses may also contain the county code.

Use of Information

The department does not restrict how the data is used or the number of times the data is used. **It is the purchaser's responsibility to extract and format the data for use.** Please consult the yellow pages for a business in your locality if you require help extracting and formatting data for use. Businesses that may provide help can be found under the headings of: Copying and Duplicating Services, Computer Services or Mailing Services.

The department will answer questions regarding data content. Please contact the Production Control unit at 608-224-4788.

Personal Licenses

Personal Licenses are issued to individuals and organizations that allow them to perform activities governed by DATCP that are not confined to a physical location. Lists are available by type and will include applicable sub codes. Current personal licenses available, with sub codes where applicable, in this format are:

Folder Type	Sub Type	Description
B1	2015	Butter Grader
CA	4020	Commercial Pesticide Applicator-For Hire
CA	4021	Commercial Pesticide Applicator-Not For Hire

CA	4022	Commercial Pesticide Applicator-Government
CA	4023	Commercial Pesticide Applicator-Educational
CG	2014	Cheese Grader
D4	2515	Certified Lab Analyst
D4	2516	Lab Analyst- Milk, Food & Water
D4	2514	Approved for Screening
DN	5020	Telephone Solicitor Registration-No Call
F5	2013	Bulk Milk Weigher & Sampler
F6	2020	Milk and Cream Tester
F8	2022	Cheesemaker License
F8	2023	Buttermaker License
RA	4026	Reciprocal Pesticide Applicators For Hire
RA	4027	Reciprocal Pesticide Applicators Government - Fee Exempt
RA	4028	Reciprocal Pesticide Applicators Not For Hire
RA	4029	Reciprocal Pesticide Applicators – Private
VF	9912	Planned Compliance Program
VF	9910	Meat Investigation
WC	5012	W&M Technician Certification

Personal License Record Format

The following table provides a record description for Personal Licenses. The fields are separated by comas. The comas are not listed in the table. Alpha Numeric data is enclosed by double quotes (“”). Folder Type is equivalent to License Type. The licensee mailing address has been included on the CD.

Field Number	Field Name	Field Description
1	FolderType	Folder Type
2	FolderDesc	Folder Type Description
3	SubCode	Folder Sub Type
4	SubDesc	Folder Sub Type Description
5	MailToNameFirst	MailTo First Name if present
6	MailToNameLast	MailTo Last Name if present
7	MailToOrganizationName	MailTo Organization Name if present
8	MailToPhone1	MailTo Phone (unformatted) if present
9	MailToAddrPrefix	MailTo post Office Box if present
10	MailToAddrHouse	MailTo House Number
11	MailToAddrStreetPrefix	MailTo Street Prefix (Nort South etc) if present
12	MailToAddrStreet	MailTo Street Nmae if present
13	MailToAddrStreetType	Mail To Street Type (Ave, Blvd, etc) if present
14	MailToAddrStreetDirection	Mail To Street Direction (North, South etc) if present
15	MailToAddrUnitType	Mail To Unit Type (Lot, Suite, Apt, etc) if present
16	MailToAddrUnit	MailTo Apartment or Unit number if present
17	MailToAddrCity	MailTo City
18	MailToAddrProvince	MailTo State/Province
19	MailToAddrPostal	MailTo Zip Code

Location Licenses

Location Licenses are issued to individuals and organizations that allow them to perform activities governed by DATCP that are confined to a physical location. Lists are available by type and will include applicable sub codes. Current location licenses available, with sub codes where applicable, in this format are:

Folder Type	Sub Type	Description
CW	8014	Chronic Wasting Program-Enrolled
CW	8015	Chronic Wasting Program-Not Enrolled
D1	2521	Dairy Plant License
D1	2522	Bulk Milk Tank Cleaning Facility Permit
D1	2523	Out of State Dairy Plant
D2	2520	Dairy Producer License
D3	2510	Drug Residue Screening Laboratory License
D3	2512	Certified Laboratory License
D3	2513	Out of State Certified Laboratory License
D5	2535	Bulk Milk Tank Owner Grade A
D5	2537	Bulk Milk Tank Owner License
F1	2000	Mobile Retail Food License
F1	2002	Retail Food Establishment License
F2	2006	Food Processing Plant License
F3	2008	Food Warehouse License
F4	2010	Milk Distributor License
FA	2004	Agent Retail Food Establishment
FA	2005	Agent Mobile Retail food Establishment
FV	8005	Approved Feedlot/Veal Lot Permit
GL	5030	Grain Dealer License
GW	5031	Grain Warehouse Keeper License
LP	5000	Liquid Petroleum Gas Meter Registration
M1	2530	Custom Meat Processor License
M1	2531	Official Meat Establishment License
M2	2524	Rendering Plant License
M2	2525	Animal Food Processor License
M2	2526	Grease Processor License
M2	2527	Dead Animal Collector License
M2	2528	Transfer Station Permit
M4	2532	Meat Distributor Registration
M5	2533	Mobile Slaughterer Registration
MC	5040	Milk Contractor License
MC	5041	Milk Contractor - Custom Processor
MC	5042	Milk Contractor - Exempt Agent
MC	5043	Milk Contractor - Not Licensed - Food
NU	4000	Nursery Grower License
NU	4001	Nursery Dealer License
NU	4002	Christmas Tree Grower License
O3	5005	Mobile Air Conditioning Registration
PA	4700	Pesticide Manufacturer & Labeler (PA)
PE	4900	Pesticide Product Registration
PW	5095	Public Warehouse License
VM	5300	Vehicle Tank Meter
VG	5050	Vegetable Contractor License
VS	5060	Vehicle Scale License
WM	5010	W&M Service Co License - Not For Hire

County Codes and Names

The following table lists the county codes and names used for the location licenses.

County Code	County Name
1	Adams

2	Ashland
3	Barron
4	Bayfield
5	Brown
6	Buffalo
7	Burnett
8	Calumet
9	Chippewa
10	Clark
11	Columbia
12	Crawford
13	Dane
14	Dodge
15	Door
16	Douglas
17	Dunn
18	Eau Claire
19	Florence
20	Fond du Lac
21	Forest
22	Grant
23	Green
24	Green Lake
25	Iowa
26	Iron
27	Jackson
28	Jefferson
29	Juneau
30	Kenosha
31	Kewaunee
32	La Crosse
33	Lafayette
34	Langlade
35	Lincoln
36	Manitowoc
37	Marathon
38	Marinette
39	Marquette
40	Milwaukee
41	Monroe
42	Oconto
43	Oneida
44	Outagamie
45	Ozaukee
46	Pepin
47	Pierce
48	Polk
49	Portage
50	Price
51	Racine

52	Richland
53	Rock
54	Rusk
55	St Croix
56	Sauk
57	Sawyer
58	Shawano
59	Sheboygan
60	Taylor
61	Trempealeau
62	Vernon
63	Vilas
64	Walworth
65	Washburn
66	Washington
67	Waukesha
68	Waupaca
69	Waushara
70	Winnebago
71	Wood
72	Menominee
73	Out of State

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1	FolderType	Folder Type
2	FolderDesc	Folder Type Description
3	SubCode	Folder Sub Type
4	SubDesc	Folder Sub Type Description
5	MailToNameFirst	MailTo First Name if present
6	MailToNameLast	MailTo Last Name if present
7	MailToOrganizationName	MailTo Organization Name if present
8	MailToPhone1	MailTo Phone (unformatted) if present
9	MailToAddrPrefix	MailTo post Office Box if present
11	MailToAddrHouse	MailTo House Number
12	MailToAddrStreetPrefix	MailTo Street Prefix (Nort South etc) if present
13	MailToAddrStreet	MailTo Street Nmae if present
14	MailToAddrStreetType	Mail To Street Type (Ave, Blvd, etc) if present
15	MailToAddrStreetDirection	Mail To Street Direction (North, South etc) if present
16	MailToAddrUnitType	Mail To Unit Type (Lot, Suite, Apt, etc) if present
17	MailToAddrUnit	MailTo Apartment or Unit number if present
18	MailToAddrCity	MailTo City
19	MailToAddrProvince	MailTo State/Province
20	MailToAddrPostal	MailTo Zip Code

21	LocationPropCode	Wisconsin County Code if present
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